



Reporting on Green Public Procurement Guidance & Template for Government Departments Reference Year 2025

Introduction

The purpose of this document is to provide government departments with background information on Green Public Procurement and the requirement to make an annual report on their implementation of Green Public Procurement to the Environmental Protection Agency.

This document also provides guidance on completion of the *GPP Monitoring and Reporting Template for Government Departments reference year 2025* which has been emailed with this guidance.

Background

Green Public Procurement (GPP) is defined as "a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured."¹

The purchasing power of Ireland's government sector (up to 12% of GDP) has significant potential to reduce emissions and protect our environment while saving money over the full lifecycle of goods and services. Government commitment to green purchasing sends a powerful signal to the market that the Government requires projects, products and services that make the most positive contribution to our environment

¹ Commission Communication ([COM \(2008\) 400](#)) "*Public procurement for a better environment*"

and can save money over their full lifecycle. It promotes innovation in the marketplace for goods and services with a reduced environmental impact.

A wide range of international and EU policy instruments reference Sustainable or Green Public Procurement as an important tool in effecting environmental change.

These include: the [UN Sustainable Development Goals 2019](#) (SDG 12.7), the [OECD's public governance programme](#) and the [European Green Deal](#).

In April 2024 the Government published ["Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027"](#) which sets out a number of actions and targets to drive the implementation of green and circular procurement practices across the public sector.

Other national policies/plans/documents referencing GPP and the role it can play in climate change and circular economy ambition include the following:

- [A Waste Action Plan for a Circular Economy](#) (Ireland's National Waste Policy 2020-2025)
- [Whole of Government Circular Economy Strategy 2022-2023 "Living More, Using Less"](#)
- [Programme for Government 2025 – Securing Ireland's Future](#)
- [Opportunities and approaches for Sustainable Public Procurement](#)
- [The Public Sector Climate Action Mandate – Climate Action Plan 2025](#)
- [Circular 17/2025, Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation](#)
- [Climate Action Plan 2025 \(and previous climate action plans since 2019\)](#).

The Environmental Protection Agency (EPA) has published *Green Public Procurement Guidance for the Public Sector* as well as eleven national criteria sets for priority sectors. The EPA has an obligation under 'Buying Greener' to review and update the guidance and criteria sets annually to bring them up to date with policy & legislative changes. The latest guidance and criteria sets are available on [Green Public Procurement | Environmental Protection Agency](#) . Also, development of a new national criteria set on *Road Design, Construction and Maintenance* is underway, with publication scheduled for Q2 2026. Additionally, the EPA intends to update the *Office Building Design, Construction & Management* criteria set when the EU publish revised EU GPP Buildings criteria set when available.

The OGP's online [GPP Criteria Search](#) tool allows users to rapidly find, select and download GPP criteria relevant to a specific procurement project. The GPP Criteria Search tool aligns with the national criteria sets published by the EPA.

Government Department annual reporting on Green Public Procurement

The Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation's Circular 17/2025 (replacing Circular 20/2019), provides Updated GPP Instructions for Public Sector Bodies regarding 11 of the 54 actions included in 'Buying Greener'. Circular 17/2025 introduces two additional annual reporting requirements for Government Departments relating to:

- (i) Tenders awarded to social enterprises, voluntary and community organisations² (from 1 January 2025 to 31 December 2025 and annually thereafter) and
- (ii) Reasons for non-inclusion of national GPP criteria in awarding of contracts valued over the applicable national advertising thresholds³ where national GPP criteria are available.

Guidelines for Determining a Green Procurement

In order to determine if a contract should be included in reporting, please use the following guidelines:

- A contract can be included as a green procurement if criteria are included which are designed to ensure that the product, service or works procured will have a reduced impact on the environment throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.
- Green criteria can be included in the procurement process:
 - When defining the subject matter of the contract
 - In exclusion grounds and selection criteria
 - As technical specifications
 - As qualitative award criteria

² Please note this requirement relates to all tenders established with the organisations concerned and there is no reporting minimum threshold contract value.

³ For further information on applicable thresholds, refer to the [OGP website](#). For calendar year 2025, the national advertising threshold was €50,000.

- In the application of Life Cycle Costing
- In contract performance clauses.

Examples of green criteria for each priority sector, i.e. sector for which a green criteria set has been published, can be found on the EPA’s dedicated Green Public Procurement [webpage](#), the [OGP Criteria Search](#) tool, and the [EU GPP website](#). However, these are non-exhaustive lists and additional criteria can be considered green where they aim to ensure the subject of the tender will have a reduced environmental impact provided that when they are included in the tender process they are appropriate to the subject matter of the contract and are applied proportionally.

Scope of Reporting

In order to enable the monitoring and evaluation of the implementation of GPP by Government Departments in Ireland, the EPA, in co-operation with the Department of Climate, Energy and the Environment and the Office of Government Procurement, has developed a reporting template *GPP Monitoring and Reporting Template for Government Departments 2025* which is being issued with this guidance.

The reporting template includes the eleven priority sectors listed in the [EPA’s guidance document](#). The sectors were chosen on the basis of expenditure; scope for environmental improvement; impact on suppliers; leadership to market potential; relevance and accessibility of criteria; market availability and economic efficiency (in line with EU policy and practice). The guidance sets out the main environmental impacts associated with each of these priority sectors and the way in which the GPP criteria address them.

The EPA is aware that individual Government Departments categorise their contracts in different ways so please choose the sector most appropriate to your Department.

The priority sectors and their scope (in terms of GPP) are set out in the table below:

Priority Sector	Scope
Energy-related Products	Purchase of: <ul style="list-style-type: none"> • Air conditioners • Residential ventilation units • Cooking appliances (professional and household)

	<ul style="list-style-type: none"> • Dishwashers (professional and household) • Electronic displays and televisions • Refrigerating appliances (professional, household and vending machines) • Washing machines and tumble dryers (professional and household) • Vacuum cleaners.
Food & Catering Services	<p>Purchase of food and catering services covering:</p> <ul style="list-style-type: none"> • fruit and vegetables • aquaculture, marine, meat and dairy products • drinks and beverages. <p>GPP criteria may be applied when purchasing directly from producers or processors as well as by catering service providers to ensure compliance of their suppliers with the criteria.</p>
Furniture & Related Services	<p>Purchase of any free-standing or built-in units, which are primarily used for the storage, placement or hanging of items and/or used for sitting, resting, eating, studying or working, either indoor or outdoor. Bed mattresses are included within scope, as well as furniture with electric and electronic components and/or batteries.</p>
Heating Equipment	<p>Purchase of:</p> <ul style="list-style-type: none"> • Gas, electric, liquid and solid fuel boilers, including biomass boilers • Water heaters • Electric and fuel-driven heat pumps • Steam systems • Solar thermal collectors.
ICT Products and Services	<p>Purchase of the below products or services and facilities or services which specify the use of these products, including:</p> <ul style="list-style-type: none"> • Stationary ICT devices:-

	<ul style="list-style-type: none">○ Desktop computers○ All-in-one computers (or integrated desktop computers)○ Desktop thin clients○ Workstations● Computer displays● ICT equipment included in the Triple E Register:-<ul style="list-style-type: none">○ Rack Mounted Servers○ Enterprise Storage Equipment○ Precision Cooling Equipment○ Centralised Direct Current Power Distribution○ Power Management○ Uninterruptible Power Supply○ Blade Servers○ Enterprise Communication Equipment○ ICT Optimisation Solutions● Mobile ICT devices:-<ul style="list-style-type: none">○ Portable computers:-<ul style="list-style-type: none">▪ Notebooks▪ Two-in-one notebooks▪ Mobile thin clients▪ Tablets○ Smartphones● Data centres and services provided using data centres:-<ul style="list-style-type: none">○ Design and build of data centres○ Purchase of storage capacity in existing data centres including enterprise, colocation and managed service provider centres○ IT virtualisation services○ Purchase of hosting services or cloud services delivered via data centres such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS)
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	<ul style="list-style-type: none"> • ICT services:- <ul style="list-style-type: none"> ○ ICT consultancy ○ Product or systems development ○ Data Processing ○ Web design ○ Mobile communications.
Indoor Cleaning Services	<p>Purchase of:</p> <ul style="list-style-type: none"> • environmentally conscious routine indoor professional cleaning services performed in areas that include offices, sanitary facilities, and other publicly accessible areas • the cleaning of glass surfaces that can be reached without the use of specialised equipment or machines. <p>This product group also includes environmental criteria for cleaning products and cleaning textiles accessories (e.g. cloths and mop heads).</p>
Indoor and Outdoor Lighting	<p>Purchase of:</p> <ul style="list-style-type: none"> • Lighting audits (a professional service to assess lighting needs and assist in drafting specifications) • Lighting units • Lighting controls • Road lighting • Traffic signals.
Office Building Design, Construction & Management	<p>Purchase of the design, construction and management of office buildings.</p> <p>For the purposes of the criteria, an office building is defined as a building whose primary function is to provide space for administrative, financial, professional or customer services. The office area must make up a significant majority of the total building's gross area. The building may also</p>

	comprise other types of spaces, like meeting rooms, training classrooms, staff facilities or technical rooms.
Paper Products and Printing Services	<p>Purchase of:</p> <ul style="list-style-type: none"> • Graphic and copying paper • Envelopes and stationery paper products (e.g. notebooks, writing pads, drawing books) • Printed paper products (e.g. forms, leaflets/brochures, annual reports, labels, diaries, business cards, calendars, posters, books) • Printing services.
Textile Products and Services	<p>Purchase of:</p> <ul style="list-style-type: none"> • Textile clothing and accessories • Interior textiles • Textile fibres, yarn, fabric and knitted panels • Non-fibre elements (intermediate products that are to be incorporated into textile clothing and accessories, and interior textiles e.g. zips, buttons etc.).
Road Transport, Vehicles and Services	Purchase or lease of road transport vehicles including passenger cars and vans, buses, and waste collection trucks and services.

Reporting Requirements

All spreadsheets in the reporting template should be completed and returned to cep@epa.ie by close of business on **Thursday 30 April 2026** for 2025 reference year data.

The values returned should be **exclusive of VAT**.

We are requesting that information be reported at **contract** level, where the contract value is greater than €50,000⁴ and **the contract has been signed in calendar year 2025**. There may be circumstances where:

- you have issued an invitation to tender in 2025, which included GPP criteria, but the competition has not concluded or a contract has not been drawn down
- a contract was signed in 2024 and the expected value of that contract was included in the 2024 return. The contract was extended but no new contract was signed in 2025.

To avoid duplication of reporting across years, **only** information on contracts that have been signed in 2025 is required to be reported.

Please note that information is requested for **Government Department contracts only** and not for agencies affiliated to those Government Departments.

Requirements for completion of some reporting spreadsheets:

Cover Reporting sheet: Please ensure contact details are provided. Please note:

GPP Quantitative Data sheet: Please enter complete information for each relevant sector. Any blank cell will be deemed to contain a “null” or “0” entry.

Non-application of GPP sheet: Please enter all the data required for each contract issued. A dropdown menu is provided for responses required under the *Reason for Non-application of Green Criteria in Award of Contract* column. If the “Other” option is chosen/entered in any cell of this column, the description of the reason is to be provided in the corresponding *Additional Comment(s)* cell.

VC&SE Contracts sheet: Please provide the requested details on all tenders awarded to social enterprises, voluntary and community organisations during the reporting reference year. As there is no reporting threshold all such tenders must be reported.

⁴ Except for reporting requirements for tenders awarded to social enterprises, voluntary and community organisations for which there is no reporting threshold and all tenders awarded must be reported.

Definition of a Social Enterprise: “A social enterprise is an enterprise whose objective is to achieve a social or environmental impact, rather than maximising profit for its owners or shareholders.”⁵

Guidance on what constitutes the Community and Voluntary Sector:

“The Community and Voluntary Sector comprises a diverse range of community, voluntary and charitable organisations which typically share the following common features in that they are:

- *organised, as distinguished from informal or ad hoc, purely social or familiar groupings, with an institutional presence or structure,*
- *non-profit distributing, insofar that they do not return profits to a set of managers or owners,*
- *independent, particularly from Government and other public authorities,*
- *voluntary, containing some element of voluntary or unpaid participation,*
- *self-governing and in control of their own affairs, and*
- *involved in activity contributing to the public good.”⁵*

Support

Should you require additional information or support please contact cep@epa.ie.

⁵ Source: [Trading for Impact National Social Enterprise Policy 2024 – 2027](#). Government of Ireland, 2024.